

## **Your Personnel File**

The Human Resource Office keeps a confidential file which contains any employment information that concerns you. A record of promotions, commendations, evaluations, raises, etc., is kept in your file. If you change your address or phone number or need to make changes in your W-4, insurance, or retirement forms, please contact the Human Resource office right away. You have a right to see your own file or to authorize others to see it or to obtain information from it.